



City of Milpitas

Announces a job opportunity for

Assistant Swim Team Coach

Recreation Leader IV

Part-Time/ Temporary Employment

Working Title: Assistant Swim Team Coach
Annual Salary Range: \$11.84 - \$13.92/hour
Final Filing Date: **June 1, 2015**

About the Position

The City of Milpitas Recreation Services seeks an enthusiastic individual for a part time Assistant Swim Coach for the Milpitas Tidal Waves Swim Team at the Milpitas Sports Center. We are a year round, competitive swim team offering quality coaching and technique instruction for ages 6-18. During the winter season, practices are held Monday through Friday from 3:30-6:00pm. Summer season practices are held Monday through Friday from 7:30-10:00am or 3:00-4:30pm or 4:30-6:30pm depending on the skill level of the swimmers. Swim meets are held monthly on Saturdays and Sundays from 7:00am-7:00pm depending on the swim meet. The Assistant Swim Coach will be required to work nights and weekends. Actual work schedule to be determined through agreement with supervisor.

Examples of Duties - duties may include, but are not limited to, the following:

Under direct supervision of the Recreation Supervisor and Tidal Waves Lead Coach, Assistant Swim Coaches will ensure the safety of swimmers by preventing and responding to emergencies and assist the Lead Coach in running practice with the various swimming groups.

The essential functions of this position include: writing swim team workouts and sets with the assistance of the Lead Coach, working with swimmers by teaching them competitive swim techniques and training skills in and out of the water, providing emergency care and treatment as required until the arrival of emergency medical services; performing various maintenance duties as directed to maintain a clean and safe facility; preparing and maintaining appropriate reports; attending mandatory meetings and training sessions as scheduled, having thorough knowledge of rescue techniques; understanding and enforcing of facility rules, policies and procedures, having leadership, public relations skills and decision-making skills.

The individual must be able to represent the City of Milpitas Recreation Services in a professional manner and follow the City's and Recreation Services' policies and regulations.

MINIMUM QUALIFICATIONS

1. Minimum age at time of hire is 18 years old.
2. Should have prior coaching or swimming experience.
3. Ability to work independently and possess energy and enthusiasm.
4. Pre-Employment testing of coaching skills and knowledge (date TBD through interview process).
5. Must have experience in working with youth (6 – 18 years of age).
6. Must have current certification in American Red Cross Lifeguard or Safety for Swim Coaches and CPR, First Aid and AED Training or within 60 days of hire date.

NOTE

Upon selection, additional requirements include:

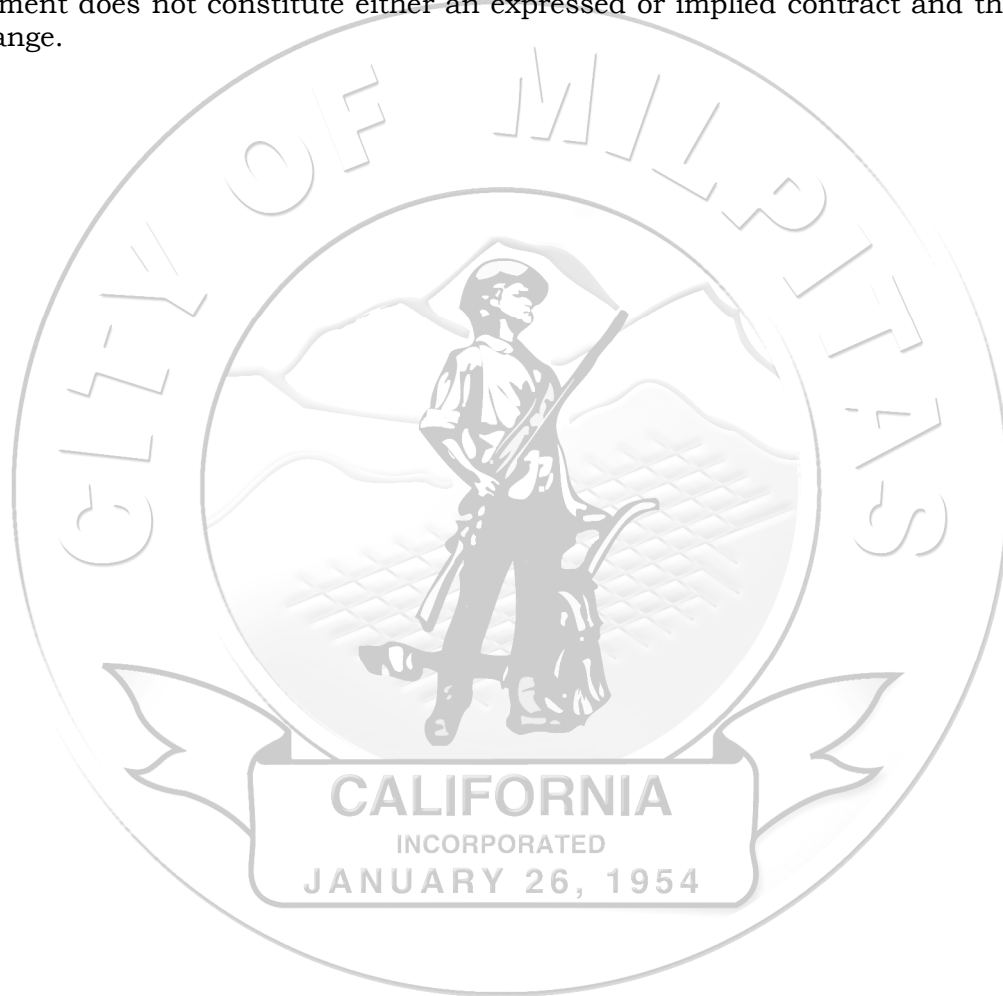
- Tuberculosis test.
- Valid Social Security card.
- Fingerprint clearance (Department of Justice background check) if 18 years or older.

To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.CalOpps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date of **June 1, 2015**.

Please submit a completed application and resume (front and back copies of **all** certification cards). The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the examination process. Only those candidates most qualified will be invited to an interview. Verification of other required documentation may be required at a later date.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination and selection process will be made upon request. The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.



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<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

